

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

Attendees:

First Selectman Andrea O'Connor  
Ed Hayes, Selectman  
Kate McConaghy, Selectman  
Jessica Weiss, Clerk

First Selectman Andrea O'Connor called the meeting to order at 7:00 p.m. at Mallory Town Hall.

**I. Open and read aloud bids received for various fuel oil products**

- One bid received from Mitchell Oil, who is the current provider.
- Number 2 fuel oil 3.2397 per gallon.
- Diesel 3.3716 per gallon.
- Regular unleaded 3.5239 per gallon including gross earnings tax charged by state.
- Propane 2.69 per gallon.

**II. Approval of Minutes**

- Regular meeting of July 28, 2011, motion made by Selectman McConaghy and seconded by Selectman Hayes with all voting in favor.
- Special meeting of August 18, 2011, motion made by Selectman McConaghy and seconded by Selectman Hayes with all voting in favor.

**III. Correspondence**

- FEMA reimbursement received, \$17,618, for expenses related to exceptional snow storms
- As of August 4, 2011, 50% of taxes received year to date.
- Lawsuit related to Candlewood Lake Estates served and sent to insurer and although legal fees will not be covered, expenses will be tracked.
- Town vandals retained by police and going through court system.
- Pat Werme handling dispute related to penalties charged for late tax payments.
- Assessors report of grand list.
- Letter from Aquarion regarding Timber Trails community.
- Copy of letter sent to First Light from HVCEO regarding lack of support for the Candlewood Lake Authority.
- Final approval received on Hazard Mitigation Plan.
- Notice from State Public Utility Control regarding a sequence of payments receiving due to the deregulation of electricity which we have received the last of.
- Notice from State Police that Town will be responsible for 100% of overtime charges.
- Invitation to attend passport day on September 17<sup>th</sup> in Norwalk.
- Notice from Charter on the launch of their sports network.
- Flyer regarding SPARK.
- Animal Control audit.
- Candlewood Lake Authority minutes.

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

- Request from Parks & Recreation concerning broadened authority for checks to be run through their own special account. First Selectman O'Connor looked into request and determined that a special account should not be an option and that all checks should be run through general fund.

**IV. Public Comment**

- David Raines provided update on hurricane preparation noting that working with neighboring towns to ensure assistance. 13 inches of rain are expected and up to 60 mile wind gust potential.
- All preparations have been made and if a shelter is needed, then the school will be opened. The Town website will continue to be updated and a message will be recorded at the Town Hall for direction regarding emergency shelter.

**V. Old Business**

**A. Progress report on Town Projects**

- STEAP Projects:
  - Library Barn: Awaiting start of Library Project.
  - Playhouse Windows: Historic District Commission developing specs. Project will go out to bid after roof replacement is complete.
  - Fox Run Retention Basin: Contact made with DEEP, which will supervise the grant. Required information sent.
- Infrastructure Projects:
  - Old Greenwoods Extension Bridge Repair: David Flatau is drafting specifications so project can go out to bid.
  - School: Roof repair bid awarded to Silk Town Roofing who indicated work can be completed within 3 weeks.
  - Library: Clay Cope spoke on behalf of Library Board and noted that the architect is currently working on a redrafted plan for the change to eliminate 25,000 square feet to reduce the cost of the project. Clay is anticipating an updated plan for the September meeting along with an updated cost estimate for the project.  
Mr. Cope did note that the change in the plans does not impact the front of the building and only changes the back portion of the building. Currently looking to stay on track for a May timeframe to break ground.
  - Firehouse: HVAC issue which was discussed at the last Board of Selectman meeting and has since been addressed as has the bulk of the work occurring along with sprinkler installation. Completion date discussed with contractor who stands firm that his work will be completed at the end of September. Noted that some finishing work including paint and tiles, cannot take place until the piping work has been completed. The Building Inspector is up to date with all the work that is being completed and any concerns and his

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

approval will be needed when the time is appropriate for his inspection.

Issue noted with regard to dry hydrant testing in which it seems that all of the water poured in had decreased significantly. Selectman Hayes is expecting further information regarding this on Friday, August 26<sup>th</sup>.

David Raines expressed that the SVFD cannot support themselves financially at the Town Garage past October 31<sup>st</sup>. First Selectman O'Connor advised that they are aware of this and she has spoken with the Chief. Selectman Hayes noted that partial CO's may be a possibility to get the apparatus moved into the bays.

Cost wise, this project will run over given the unexpected issue with the HVAC; and will need to go to the Town for approval of additional funds.

- Maintenance Projects:
  - Spring Lake Road: Required easements being obtained by attorney. Engineer has been on site to address any resident concerns and CL&P also on site as poles need to be relocated before work can begin.
  - Mallory Town Hall: Paving will be done in conjunction with Firehouse paving.
  - HVAC Mallory Town Hall: In process of determining start date for work.
- Capital Non-recurring Projects:
  - Town Garage: Remaining work in connection with DEP storm water discharge permit in abeyance until SVFD apparatus is removed.
  - Playhouse Roof Replacement: Work to be completed by August 27<sup>th</sup> and noted that additional leak noted from Steeple and rubber being replaced with copper strip.
  - Replacement of Gas Tanks at Town Garage: Funding approved and decisions regarding work to be discussed further by Board.
  - Playhouse Terrace Repair: Quote for work received and additional meeting taking place on Monday, August 29<sup>th</sup> to obtain additional quote.
  - Lighting for Lower Parking Lot: Funding approved. Bids have gone out.

**B. Consider and act on a request from the Sherman Library Association for a \$10,000 increase in the operating grant from the Town for fiscal 2011-2012**

- Reviewed previous budget request versus revised budget request and it is increased by \$5,000 and First Selectman O'Connor requested information regarding some of the requests and changes to the budget for these additional funds.
- Millie Loeb noted that the original budget was prepared in anticipation of moving into the school, which would have reduced certain expenses such as power; however, with the move not occurring, increased expenses are

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

anticipated. Ms. Loeb also noted that in order to balance the budget, certain areas were impacted including materials for the library. Fundraising is being planned to assist with these costs but estimates of these funds cannot be guaranteed.

- First Selectman O'Connor expressed that although this could not be foreseen, there is a concern that there is nowhere within the budget to pull this money. Discussed gifts and grants but these are not secured and come in throughout the year and most have not yet been accounted for. If monies are approved, would still need to go to Town for vote and Board will need to have an alternate plan if additional funds are not available through the Town.

**C. Consider and act on a proposed “Cost Sharing Agreement” between the Town and the Sherman Volunteer Fire Department for the future purchase of emergency response apparatus**

- Agreement indicates that town will pay 80% of base cost (without equipment included) and SVFD will contribute 20%. Revision would change “Base Cost” to say “Response Ready” which would include the equipment.
- Resolution read into record:
  - Resolve that the Board of Selectman will budget for and recommend to the Town Meeting for approval 80% of the base of the cost of “response-ready” emergency response vehicles; and the Sherman Volunteer Fire Department will budget for and recommend to its membership for approval 20% of the cost of “response-ready” emergency response vehicles; and that the Sherman Volunteer Fire Department will provide the Board of Selectman with a projection of future vehicle needs and estimated costs of such vehicles, including the estimated cost of outfitting such vehicles, updated annually at the time the Department submits its budget for the subsequent fiscal year.
- Motion made by Selectman McConaghy to approve resolution and seconded by Selectman Hayes with all voting in favor.

**D. Discuss draft of policies for use of the Emergency Services Facility meeting room**

- Town to handle calendar and operation of facility space with Firehouse meetings and then Town meetings having first selection of dates. Any meetings and/or events outside of town usage will need to execute a rental agreement.
- Agreement draft outlines usage of space, capacity, kitchen usage and insurance requirements. There is a fee schedule drafted as well; however, operation costs are required to further vet out appropriate fees. Additional rules and provisions within agreement are still needed as well.
- Selectman Hayes called attention to the capacity listed at 140 and suggested making it 160, which is the maximum.

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

- Selectman McConaghy provided feedback to event end times being 10PM and suggested altering this to a later time and discussed usage of kitchen where dishwasher cannot be used. Noted that this may deter some from using the space if they cannot use anything but paper products to serve food on.
- Selectman Hayes expressed concerns with liability as it relates to the kitchen and usage of some of the equipment. David Raines made suggestion of a checks and balances system to ensure that the equipment, if used, is checked to ensure that it is working properly.
- Agreed that agreement is on track but does need to be fleshed out further and will continue to work on verbiage.
- Discussed naming of the facility and SVFD suggested “Charter Community Room”. The Board will discuss further but agreed that including Charter in the name would be a nice inclusion.

**E. Consider and act on a request from the Traffic Safety Work Group for funding for signage and for permission to mount signs on Town Roads**

- Rick Hudson spoke on behalf of the Work Group and discussed signage around the Town which would read “Drive Like Your kids Live Here”. The most important positions for the signage would be at the six entry points into the town.
- The signs would be a red background with white lettering and a separate smaller sign would sit atop the main sign stating “Welcome to Sherman”. Signs would be placed on existing state sign posts and contact has already been made with the DOT for this approval.
- This will be the first time that the Work Group is requesting assistance from the Town for this campaign. The Board agreed on the importance of this campaign and noted that although there is a Public Safety line, some of the funds have already been earmarked. There is a Miscellaneous line and First Selectman O’Connor requested a motion from the Board to take the \$600 from this budget line. Motion made by Selectman McConaghy to approve \$600 from the Miscellaneous line in the budget and seconded by First Selectman O’Connor with all voting in favor.
- Motion also requested for approval to place signage on Wakeman and Chapel and motion made by Selectman McConaghy and seconded by Selectman Hayes with all voting in favor. Local DOT will be notified of placement of these signs as well.

**F. Vacancies, appointments, and other personnel actions**

- Andy Fox submitted his resignation from Parks & Recreation and First Selectman O’Connor requested motion to accept this resignation. Motion made by Selectman Hayes and seconded by Selectman McConaghy with all voting in favor.
- Openings are available on several appointed bodies: the Land Acquisition Fund Advisory Board (public member), the Conservation Commission, and

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

Town representative to the New Milford Visiting Nurse Association Board and the Northwest Regional Mental Health Council.

- Nomination received from Parks & Recreation to hire Lynn Silk as one of the SPARK Directors along with Stephen Reinhardt. Motion made by First Selectman O'Connor to hire Lynn Silk and seconded by Selectman Hayes with all voting in favor.
- Nomination received from Parks & Recreation to replace Andy Fox, due to his resignation, with Susan Stein. Motion made by Selectman McConaghy seconded by First Selectman O'Connor with all voting in favor.
- One member needed to complete Building Board of Appeals and First Selectman suggested Robert Given, a general contractor. Motion to add Robert Given to the Building Board of Appeals made by First Selectman O'Connor and seconded by Selectman Hayes with all voting in favor.
- First Selectman O'Connor advised that John Wrenn is on administrative leave with pay. Lynn Silk will be taking over certain responsibilities in the interim. Coverage of Park & Rec programs other than SPARK is being discussed with Fran Frattini. The events prompting the administrative leave are currently being investigated by a third party.

**G. Discuss creating a format for future budget documents and consider including a 3-5 year historical review for consistency in the budget records of the Town and Board of Education**

- Selectman McConaghy has been working on this document and noted that this is for historical purposes and need to have a standard format for how information is submitted with regard to budgets.
- Selectman McConaghy reviewed the Board of Education budget beginning in 2008 and outlined that grant monies should not be included in the current format as this can be confusing and the budget should show a clearer picture to the residents. Selectman McConaghy provided a draft to the Board of a potential format to begin reviewing and tweaking and the Treasurer will also need to review figures for accuracy.
- First Selectman O'Connor has also reviewed this topic with the new Superintendent of the Sherman School and there is an understanding with regard to the reasoning behind getting the information into a standardized format.

**H. Affirm decision to use Bouchard Construction for the paving of the Mallory Town Hall upper parking area and access ways**

- All paving to be done at once so that there are no seams. First Selectman O'Connor requested motion to award bid to Bouchard Construction at \$5,200 and motion made by Selectman Hayes and seconded by Selectman McConaghy with all voting in favor.

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

**I. Road maintenance for 2011 and beyond**

- First Selectman O'Connor drove roads recently with Don Borkowski and determined that Orchard Rest, which is not on current repair list, is in worse shape than originally thought. Quote has been requested along with an updated estimate on Church Road.

**J. Status of proposed donation of real property at 73 Wakeman Hill Road**

- First Selectman O'Connor noted that the offer has been rescinded by the donor for a variety of reasons.

**K. Consider and act on additional funding to move forward with the replacement of the underground fuel tanks at the Town Garage**

- American Petroleum quoted \$60,355.00 and there is room in the maintenance line to fund the additional costs beyond the original \$50,000 appropriation from the Capital Non-Recurring Fund for this work. Selectman McConaghy questioned other work within town and First Selectman O'Connor noted that she spoke with Frank Spaziani on general needs and all has been taken care of to date and/or accounted for.
- First Selectman O'Connor made a motion to take funds from Building Maintenance line to move forward with replacement of underground tanks and soil remediation and Selectman Hayes seconded with all voting in favor.

**VI. New Business**

**A. Approve tax refunds**

- No tax refunds submitted.

**B. Consider and act on a request for abatement of taxes from Naromi Land Trust**

- Naromi Land Trust requesting an abatement of taxes in the amount of \$390.02 for 9.7 acres associated with Spring Lake. Motion made by Selectman Hayes to abate taxes and seconded by Selectman McConaghy with all voting in favor.

**C. Receive and interim report from the Housing Commission**

- Stephen Roffwarg, Chairman of the Housing Commission, provided background on why the Commission was developed and through research completed over 1.5 years, the Commission is looking to lease 10 acres of property behind the Sherman Post Office to begin work on affordable senior housing within Sherman. The first step would be to obtain Board approval of this use of the property and then move to Town Meeting for a vote. Funding for this construction would be via State and Federal grants.
- Commission members provided their own background and noted that site selection was a primary focus given that there is no public transportation

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

system with town and location needed to be close to services and have easy access for emergency vehicles.

- Property is part of the 46-acre Colonial Field, 36 acres of which are under a “floating” conservation easement. Consultant David Berto also spoke, noting that once approved would still need to go through inspections and proper land use approvals before breaking ground. First Selectman O’Connor noted that a STEAP grant has also been submitted to help assist with these costs. There was some discussion that the Commission would seek funding for construction through the federal HUD program, which is administered by the State DECD.
- Selectman McConaghy indicated that town will need to know more about the project before providing approval to move forward. First Selectman O’Connor opened discussion up to the public to gain some feedback.
- Concerns from public expressed regarding the housing being rental and that it would be for any applicant regardless of what state and city they currently live in. Also raised questions on median income and how this is calculated.
- Clay Cope questioned the survey that was completed to provide feedback from town residents regarding if they would be interested in this type of housing within the town and noted that it was not indicated that this would be a rental property and could skew results.
- The Board discussed possible timing to bring discussion to a Town Meeting and noted including it for referendum in November might not be the best answer given election campaigns. Determined that additional information will be needed before this can be brought to the town.

**D. Presentation on Alert Now system for emergency communications to all residents**

- David Raines discussed the Alert Now system which is what the Sherman School currently uses to notify parents of closings and delays if they elect to be included in the system.
- Mr. Raines noted that although this specific system could not be used, the Blackboard Connect system, which is for states and cities, could be implemented and, with permission from residents currently within the Alert Now system, could combine the two systems and split the cost with the school.
- Mr. Raines noted that he would speak to the Board of Education to determine feasibility with Board of Selectman approval; however, in the interim would research further to present additional information on the Blackboard Connect system. Selectman McConaghy brought up possible privacy concerns from those within the Alert Now system database and First Selectman O’Connor to review with Mr. Raines.
- First Selectman O’Connor advised that this topic will be placed on the October 7<sup>th</sup> Town Meeting agenda.

**Board of Selectman  
Meeting Minutes  
August 25, 2011**

**E. Award bid for various fuel oil products**

- With only one bid from Mitchell, bid award discussion deferred.

**VII. Selectman's Comments**

- First Selectman O'Connor noted that she is working with Frank Spaziani who in turn is working with United Alarm in relation to the Sherman school due to vandalism. First Selectman O'Connor also to work with the Board of Education as more information is determined. Systems also being looked into for facilities at the Town beach and First Selectman O'Connor to discuss Firehouse system with Selectman Hayes as well.

**VII. Public Comment**

- Question regarding Housing Commission and why it would move to a referendum. First Selectman O'Connor noted that due to its significance it would urge the Board to not place on the warning for the October Town Meeting.
- Question regarding re-written Library member bylaws and confirmed that there is a meeting being held by the Sherman Library Association on September 9<sup>th</sup> to review, and that revised bylaws are on the Library's website.
- Request to seek other possible locations for senior housing and noted that other parcels were looked at, however, this is the one location that is close to town and does not require a purchase of land.

*Selectman Hayes made a motion to adjourn the August 25, 2011 Board of Selectman Meeting at 10:15PM with Selectman McConaghy seconding and all voting in favor.*

Respectfully Submitted,

Jessica Weiss, Clerk

---

Andrea O'Connor

---

Ed Hayes

---

Kate McConaghy